

3rd

DRAFT

3 November 1971

MEMORANDUM FOR: Acting Executive Director-Comptroller
SUBJECT : Records Storage Control Policy
REFERENCE : Exec. Dir. Memo to DDS, 1 July '71, same subj.

1. This special report from the Records Management Board is for your information only.
2. As requested in paragraph 4 of referenced memorandum, the Records Board has examined these two specific records problems:
 - a. The development of an Agency policy establishing an "office of record" responsibility for Agency documents; and
 - b. The application of an Agency policy limiting the storage of computer-prepared reports to microfilm copies of these reports.

The Board's findings have led to the conclusion that there is no need for the issuance of a policy statement on the two areas at this time because both problems are recognized by the Components concerned, corrective action has been taken or is in process, and there is no serious problem requiring immediate intervention by the Executive Director. The Board will continue to monitor these two areas and make necessary recommendations in its semi-annual reports to you.

3. In regard to the first problem the Agency Records Administration Staff has been working with Directorate Records Managers since 1967 drafting "Retention Plans for Permanent Records". These are Directorate-wide lists of the files of continuing legal or historical value and include the identification of the "offices of record" responsible for the permanent preservation of the record copy. This effort to identify responsible offices for permanent records will reinforce protection provided by Records Control Schedules for our most valuable files and will develop additional systems and procedures for their control. Then this experience will be used in Phase Two ^{when} during which the "Offices of Record" will be identified for temporary records which are many times more voluminous and complicated. These Retention Plans serve to eliminate retirement of duplicate files and will promote more systematic administration, reference, and preservation or disposal of Agency documents. They also ensure file custody and control by the organizational element with primary interest and responsibility. The current status of Retention Plans in the various Directorates is detailed in the attachment to this report.

On the second problem, concerning an Agency policy limiting the storage of computer prepared reports to microfilm copies of these reports, the following steps have been and are being taken:

a. Printing Services Division has purchased a specialized camera that microfilms computer printouts at the rate of 165 feet a minute. Using this camera, the Office of Finance has converted over 100 cubic feet of listings to microfilm and have plans for filming another 500 cubic feet this ~~Fiscal Year~~. The DDS&T is renting one of these cameras for one year to convert telemetry records and computer listings in FMSAC.

b. Using another technology, the Support Directorate has converted five of its computer applications involving ~~large~~ hard copy printouts to Computer Output Microfilm (COM). The ~~DDP~~ ~~DDS~~ has 12 ~~operational support~~ computer applications and 5 ~~records management~~ computer applications that have been converted to COM. The DDP components have plans to withdraw some 400 cubic feet of ~~index cards~~ from the ~~center~~ and convert the related computer tape record to COM in the near future.

c. The Agency Microfilm Officer, the DDS RMO, and members of the SIPS Task Force have been working with ^{Office of} Personnel to convert their old hard copy printouts to microfilm, and to replace many of their current hard copy ~~computer~~ printouts with COM applications.

d. In certain instances either the size of the report or the special user requirements of the report do not justify a COM application or conversion ~~OF~~ hard copy printout to microfilm.

56. The Board members feel that, at this time, satisfactory progress is being made on limiting, the storage of hard copy computer printouts both at the Records Center and in the Offices. Also the identification of "offices of records" is receiving as much attention as manpower and priorities permit. The Board does not recommend any policy proposal or intervention for the Executive Director-Comptroller at this time.

25X1A

[REDACTED]
Chairman
CIA Records Management Board

Attachment:
A/S

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OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	DATE	INITIALS
1	Records Management		
2	Board Members		
3	Sley ✓		
4			
5			
6			
ACTION	DIRECT REPLY	PREPARE REPLY	
APPROVAL	DISPATCH	RECOMMENDATION	
COMMENT	FILE	RETURN	
CONCURRENCE	INFORMATION	SIGNATURE	

Remarks: *RITA*

Attached is the third and final draft of our report. Please call me or [redacted] by 4 p.m. Thursday, 4 November if you have any comments on it. 25X1A

We hope to send this to DDS Friday Morning.

25X1A



HERE TO RETURN TO SENDER

ADDRESS AND PHONE NO.

DATE

4 Nov. 71

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